

Form 11(a) – Joint Report: Expedited Case

In the Superior Court of Arizona
_____ County

Plaintiffs)	Case number _____
)	
v)	Joint Report
)	<i>(Expedited case)</i>
Defendants)	
)	Assigned to:

The parties signing below certify that they have conferred about the matters contained in Rule 16(d), and they further certify that:

- (a) Every defendant has been served or dismissed, and every defendant who has not been defaulted has filed a responsive pleading;
- (b) There are no third party claims;
- (c) This case is not subject to the mandatory arbitration provisions of Rule 72; and
- (d) The parties will disclose no more than one expert per side, and each party will call no more than four lay witnesses at trial.

With regard to matters upon which the parties could not agree, they have set forth their positions separately in item 12 below. The parties are submitting a Proposed Scheduling Order with this Joint Report. Each date in the Joint Report and in the Proposed Scheduling Order includes a calendar month, day, and year.

1. Brief description of the case: _____

- If a claimant is seeking other than monetary damages, specify the relief sought: _____

2. Settlement: The parties agree to engage in settlement discussions with ☐ a settlement judge assigned by the court, or ☐ a private mediator.

- The parties will be ready for a settlement conference or a private mediation by _____.
- If the parties will not engage in a settlement conference or a private mediation, state the reason(s): _____.

3. Readiness: This case will be ready for trial by _____.

4. **Jury:** A trial by jury is demanded. ☐ yes ☐ no
5. **Length of trial:** The estimated length of trial is ____ days.
6. **Summary jury:** The parties agree to a summary jury trial. ☐ yes ☐ no
7. **Short cause:** A non-jury trial will not exceed one hour. ☐ yes ☐ no
8. **Preference:** This case is entitled to preference for trial under this statute or rule: _____.
9. **Special requirements:** ☐ At a pretrial conference or ☐ at trial, a party will require
☐ disability accommodations (specify) _____
☐ an interpreter (specify language) _____
10. **Scheduling conference:** The parties request a Rule 16(d) scheduling conference. ☐ yes ☐ no
If requested, the reasons for having a conference are: _____.
11. **Other matters:** Other matters that the parties wish to bring to the court's attention that may affect management of this case: _____.
12. **Items upon which the parties do not agree:** The parties were unable in good faith to agree upon the following items, and the position of each party as to each item is as follows:

_____.

Dated this ____ day of _____, 20____.

For Plaintiff

For Defendant

Form 11(b) – Proposed Scheduling Order: Expedited Case

In the Superior Court of Arizona
_____ County

Plaintiffs)	
)	Case number _____
v)	
)	Proposed Scheduling Order
Defendants)	<i>(Expedited case)</i>
)	
)	Assigned to:

Upon consideration of the parties' Joint Report, the court orders as follows:

1. **Initial disclosure:** The parties have provided their initial disclosure statements, or will provide them no later than _____.
2. **Witness disclosure:** The parties will disclose no more than one expert per side, and each party will call no more than four lay witnesses at trial. The parties will disclose lay witnesses by _____. The parties will identify any expert witnesses and the experts' areas of testimony, and will simultaneously disclose the opinions of those expert witnesses, by _____. (Alternative: Plaintiff will disclose an expert's identity, area of testimony, and opinions by _____, and Defendant will disclose an expert's identity, area of testimony, and opinions by _____.) The parties will simultaneously disclose the experts' rebuttal opinions
3. **Final supplemental disclosure:** Each party shall provide final supplemental disclosure by _____. This order does not replace the parties' obligation to seasonably disclose Rule 26.1 information on an on-going basis and as it becomes available.

No party shall use any lay witness, expert witness, expert opinion, or exhibit at trial if not disclosed in a timely manner, except for good cause shown or upon a written or an on-the-record agreement of the parties.

4. **Discovery deadlines:** The parties will propound all discovery undertaken pursuant to Rules 33 through 36 by _____. The parties will complete the depositions of parties and lay witnesses by _____, and will complete the depositions of expert witnesses by _____. The parties will complete all other discovery by _____. ("Complete discovery" includes conclusion of all depositions and submission of full and final responses to written discovery.)

5. **Settlement conference or private mediation:** [choose one]:

- ☐ **Referral to ADR for a settlement conference:** The clerk or the court will issue a referral to ADR by a separate minute entry.
- ☐ **Private mediation:** The parties shall participate in mediation using a private mediator agreed to by the parties. The parties shall complete the mediation by _____.

All attorneys and their clients, all self-represented parties, and any non-attorney representatives who have full and complete authority to settle this case shall personally appear and participate in good faith in this mediation, even if no settlement is expected. However, if a non-attorney representative requests a telephonic appearance and the mediator grants the request prior to the mediation date, a non-attorney representative may appear telephonically.

- ☐ **No settlement conference or mediation:** A settlement conference or private mediation is not ordered.

6. **Dispositive motions:** The parties shall file all dispositive motions by _____.

7. **Trial setting conference:** On _____ [the court will provide this date], the court will conduct a telephonic trial setting conference. Participants shall have their calendars available for the conference.

☐ Plaintiff ☐ Defendant will initiate the conference call by arranging for the presence of all other attorneys and self-represented parties, and by calling this division at _____ [division's telephone number] at the scheduled time.

8. **Firm dates:** No stipulation of the parties that alters a filing deadline or a hearing date contained in this scheduling order will be effective without an order of this court approving the stipulation. Dates set forth in this order that govern court filings or hearings are firm dates, and may be modified only with this court's consent and for good cause. This court ordinarily will not consider a lack of preparation as good cause.

9. **Further orders:** The court further orders as follows: _____
_____.

Date

Judge of the Superior Court

Form 12(a) – Joint Report: Standard Case

In the Superior Court of Arizona
_____ County

Plaintiffs)	
)	Case number _____
)	
v)	Joint Report
)	(Standard case)
Defendants)	
)	Assigned to:

The parties signing below certify that they have conferred about the matters set forth in Rule 16(d), and that this case is not subject to the mandatory arbitration provisions of Rule 72. With regard to matters upon which the parties could not agree, they have set forth their positions separately in item 14 below. The parties are submitting a Proposed Scheduling Order with this Joint Report. Each date in the Joint Report and in the Proposed Scheduling Order includes a calendar month, day, and year.

1. Brief description of the case: _____

- If a claimant is seeking other than monetary damages, specify the relief sought _____.

2. Current case status: Every defendant has been served or dismissed. ☐ yes ☐ no

- Every party who has not been defaulted has filed a responsive pleading. ☐ yes ☐ no
- Explanation of a “no” response to either of the above statements: _____.

3. Amendments: A party anticipates filing an amendment to a pleading that will add a new party to the case: ☐ yes ☐ no

4. Special case management: Special case management procedures are appropriate: ☐ yes ☐ no
If “yes,” the following case management procedures are appropriate because: _____.

5. Settlement: The parties agree to engage in settlement discussions with ☐ a settlement judge assigned by the court, or ☐ a private mediator.

The parties will be ready for a settlement conference or a private mediation by _____.

If the parties will not engage in a settlement conference or a private mediation, state the reason(s): _____.

6. **Readiness:** This case will be ready for trial by _____.

7. **Jury:** A trial by jury is demanded. ☐ yes ☐ no

8. **Length of trial:** The estimated length of trial is ____ days.

9. **Summary jury:** The parties agree to a summary jury trial. ☐ yes ☐ no

10. **Preference:** This case is entitled to a preference for trial pursuant to the following statute or rule: _____.

11. **Special requirements:** ☐ At a pretrial conference or ☐ at trial, a party will require
☐ disability accommodations (specify) _____
☐ an interpreter (specify language) _____

12. **Scheduling conference:** The parties request a Rule 16(d) scheduling conference. ☐ yes ☐ no
If requested, the reasons for having a conference are _____
_____.

13. **Other matters:** Other matters that the parties wish to bring to the court's attention that may affect management of this case: _____
_____.

14. **Items upon which the parties do not agree:** The parties were unable in good faith to agree upon the following items, and the position of each party as to each item is as follows:

_____.

Dated this ____ day of _____, 20____.

For Plaintiff

For Defendant

Form 12(b) – Proposed Scheduling Order: Standard Case

In the Superior Court of Arizona
_____ County

Plaintiffs)	
)	Case number _____
)	
v)	Proposed Scheduling Order
)	<i>(Standard case)</i>
Defendants)	
)	Assigned to:

Upon consideration of the parties' Joint Report, the court orders as follows:

1. **Initial disclosure:** The parties have exchanged their initial disclosure statements, or will exchange them no later than _____.
2. **Expert witness disclosure:** The parties shall simultaneously disclose areas of expert testimony by _____. (Alternative: Plaintiff shall disclose areas of expert testimony by _____, and Defendant shall disclose areas of expert testimony by _____.)

The parties shall simultaneously disclose the identity and opinions of experts by _____. (Alternative: Plaintiff shall disclose the identity and opinions of experts by _____, and Defendant shall disclose the identity and opinions of experts by _____.)

The parties shall simultaneously disclose their rebuttal expert opinions by _____.

3. **Lay (non-expert) witness disclosure:** The parties shall disclose all lay witnesses by _____. (Alternative: The parties shall disclose lay witnesses in the following order, and by the following dates: _____.)
4. **Final supplemental disclosure:** Each party shall provide final supplemental disclosure by _____. This order does not replace the parties' obligation to seasonably disclose Rule 26.1 information on an on-going basis and as it becomes available.

No party shall use any lay witness, expert witness, expert opinion, or exhibit at trial not disclosed in a timely manner, except upon order of the court for good cause shown or upon a written or an on-the-record agreement of the parties.

5. **Discovery deadlines:** The parties will propound all discovery undertaken pursuant to Rules 33 through 36 by _____. The parties will complete the depositions of parties and lay witnesses by _____, and will complete the depositions of expert witnesses by _____.

_____. The parties will complete all other discovery by _____.
("Complete discovery" includes conclusion of all depositions and submission of full and final responses to written discovery.)

6. Settlement conference or private mediation: [choose one]:

☐ **Referral to ADR for a settlement conference:** The clerk or the court will issue a referral to ADR by a separate minute entry.

☐ **Private mediation:** The parties shall participate in mediation using a private mediator agreed to by the parties. The parties shall complete the mediation by _____.

All attorneys and their clients, all self-represented parties, and any non-attorney representatives who have full and complete authority to settle this case shall personally appear and participate in good faith in this mediation, even if no settlement is expected. However, if a non-attorney representative requests a telephonic appearance and the mediator grants the request prior to the mediation date, a non-attorney representative may appear telephonically.

☐ **No settlement conference or mediation:** A settlement conference or private mediation is not ordered.

7. Dispositive motions: The parties shall file all dispositive motions by _____.

8. Trial setting conference: On _____ [the court will provide this date], the court will conduct a telephonic trial setting conference. Attorneys and self-represented parties shall have their calendars available for the conference.

9. ☐ Plaintiff ☐ Defendant will initiate the conference call by arranging for the presence of all other counsel and self-represented parties, and by calling this division at _____ [division's telephone number] at the scheduled time.

10. Firm dates: No stipulation of the parties that alters a filing deadline or a hearing date contained in this scheduling order will be effective without an order of this court approving the stipulation. Dates set forth in this order that govern court filings or hearings are firm dates, and may be modified only with this court's consent and for good cause. This court ordinarily will not consider a lack of preparation as good cause.

11. Further orders: The court further orders as follows: _____
_____.

Date

Judge of the Superior Court

Form 13(a) – Joint Report: Complex Case

In the Superior Court of Arizona
_____ County

Plaintiffs)	
)	Case number _____
)	
v)	Joint Report
)	<i>(First report in a complex case)</i>
Defendants)	
)	Assigned to:

The parties signing below certify that they have conferred about the following matters. With regard to issues upon which the parties could not agree, they have set forth their positions separately in item 6 below.

1. Brief description of the case:

2. Participants: The total number of parties (including third parties) in this case is _____:

- Number of counsel appearing: _____
- Number of self-represented litigants appearing: _____
- Number of parties not yet served: _____

3. Pleadings: This case includes [check if applicable]:

- ☐ A counterclaim(s)
- ☐ A cross claim(s)
- ☐ A third party complaint(s)
- ☐ A request for class action certification
- ☐ Consolidated cases

4. Complexity: This case is complex under the factors specified in Rule 8(i)(2) because:

5. ***Special considerations:*** The parties request the court to consider at this time the following information concerning management of this case: _____

6. ***Items upon which the parties do not agree:*** The parties were unable in good faith to agree upon the following items, and the position of each party as to each item is as follows:

7. ***Initial case management conference:*** The parties agree that the court may set this matter for an initial case management conference under Rule 16.3. Prior to the conference, the parties will meet and confer, and prepare a second joint report, addressing those items specified in Rules 16(d) and 16.3(a) of the Arizona Rules of Civil Procedure. If the parties cannot agree on an item in the joint report, the report will state the positions of the parties concerning the item at issue. The parties will submit the second joint report to the court at least seven (7) days before the conference date specified above.

Dated this ____ day of _____, 20____.

For Plaintiff

For Defendant

For:

For:

Form 13(b) – Proposed Scheduling Order: Complex Case

In the Superior Court of Arizona
_____ County

Plaintiffs)	
)	Case number _____
)	
v)	Proposed Scheduling Order
)	<i>(First report in a complex case)</i>
Defendants)	
)	Assigned to:

Upon consideration of the parties' Joint Report, this court orders as follows:

1. **Initial case management conference:** This case is set for an initial case management conference in this division on the ____ day of _____, 20____, at ____ a.m./p.m. [The court will provide the date.]
2. **Second joint report:** The parties shall meet and confer, and prepare a second joint report, addressing those items specified in Rules 16(d) and 16.3(a) of the Arizona Rules of Civil Procedure. If the parties cannot agree on an item in the joint report, the report will state the positions of the parties concerning the item at issue. The parties will submit the joint report at least seven (7) days before the conference date specified above.
3. **Sanctions:** Any party who does not participate in good faith with the other parties in conferring and in preparing the second joint report, or who does not attend the initial case management conference, shall be subject to sanctions as provided in Rules 16(i) and 16.3(b).
4. **Further orders:** The court further orders as follows: _____
_____.

Date

Judge of the Superior Court